



U.S. AIR FORCE
89th
FORCE
SUPPORT SQUADRON

January

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Manpower and Civilian Personnel Newsletter

A MESSAGE FROM OUR FLIGHT CHIEF

Welcome to our January 2014 edition of our newsletter!

Force Management impacts everyone and I hope you've been able to attend one of the many briefings. Please see the information on pages 2-4 for a synopsis of the different programs and contact your MPF POC if you have questions. This month's topics include: Call for Special Emphasis Program Managers, information on Shop Agreements for Time Off on US holidays, how to request restored annual leave, list of job search websites and links to the SecAF Town Hall and Force Development information.

Although we haven't seen much inclement weather so far this year, when it snows, check the Ramstein website for road conditions, our article on reporting to work during hazardous weather, and if an employee is injured, contact your HR specialist for reporting procedures. Your feedback is highly valued! Use our ICE site [here](#). Links to our Civilian Personnel [Website](#) previous editions of our [Newsletters](#).

Christine Murray, Manpower & Personnel Flight Chief/Civilian Personnel Officer

People, Pride, Performance...Always!

Your 2014 Plan:

It's the time of the year to review your goals and set your plans. Take time to plan:

Leave forecasts, Professional Development (IDE, SDE, PME, degrees, etc.), review your work center for efficiencies and budgetary goals. Plan your personal goals, training goals, succession planning, retirement planning, workforce PCS moves or tour extensions. Review your resiliency plans for financial, mental, social, spiritual and physical fitness. Take time for a work/life balance and get adequate sleep. Plan time for yourself, your family, friends and to explore and enjoy your surrounding areas.



Leaders Eat Last: Why Some Teams Pull Together and Others Don't by Simon Sinek

Imagine a world where almost everyone wakes up inspired to go to work, feels trusted and valued during the day, then returns home feeling fulfilled. When it matters most, leaders who are willing to eat last are rewarded with deeply loyal colleagues who will stop at nothing to advance their leader's vision and their organization's interests. It's amazing how well it works.

USAF Officials Announce Strategic Plans & Force Management Programs

The Air Force is committed to managing the force within its congressionally authorized end strength. High retention rates continue to contribute to the Air Force exceeding its authorized end strength ceiling and to growing imbalances among certain specialties.

Fiscal 2014 force management initiatives are designed to reduce the force by thousands of Airmen over the next 5 years.

Programs will include a chief master sergeant retention board, a quality force review board (QFRB) and a data of separation (DOS) rollback for enlisted personnel. The enlisted voluntary measures focus on Airmen in non-critical, overage specialties. These programs include Limited Active

Duty Service Commitment waivers and Palace Chase transfers to the Reserves for enlisted Airmen with a one-to-one rather than a two-to-one year commitment.

For officers, programs include force shaping boards, an Enhanced Selective Early Retirement Board (ESERB) and voluntary separation pay. Officers in the grades of Lt Col and below may apply for Limited Active Duty Service Commitment waivers, the Expanded PALACE CHASE program or the 10-8 Commission Waiver Program.

For officers and enlisted personnel in overmanned career fields with more than 15 but less than 20 years of service, there will be Temporary Early Retirement Authority (TERA).

Air Force Military Force Management Programs Descriptions:

- **CMSgt Voluntary Retirement Phase.** The voluntary retirement phase identifies targeted AFSCs and the number of CMSgts needed to retire. During this phase, CMSgts may apply for retirement in lieu of meeting the CMSgt Retention Board based on the eligibility criteria outlined in the CMSgt Retention Board Personnel Services Delivery Memorandum (PSDM). (Voluntary)
- **CMSgt Retention Board.** This board will review the records of Chief Master Sergeants in overage AFSCs and those with negative quality indicators and identify CMSgts recommended for retirement. (Involuntary)
- **Quality Force Review Board (QFRB).** The Quality Force Review Board will consider all Airmen (except those in the retirement sanctuary – greater than or equal to 18 years of service and less than 20 years of service as of 30 Sep 14) with specified negative Reporting Identifiers (RIs), Reenlistment Eligibility (RE) codes, Assignment Availability Codes (AACs), or Grade Status Reasons (GSRs). Voluntary separation pay will not be offered to Airmen meeting the Quality Force Review Board, however separation pay will be paid to Airmen with 6 or more and less than 15 years of service who are not retained. TERA will be offered to Airmen with at least 15 years of service who are not retained. Retirement eligible Airmen (20 or more years) who are not retained will have the opportunity to apply for normal retirement. (Involuntary)
- **Temporary Early Retirement Authority.** TERA authorizes officer and enlisted Airmen, with more than 15, but less than 20 years of total active federal military service to apply for early retirement with a reduced amount of retirement pay. (Voluntary)

Air Force Military Force Management Programs Descriptions:

- **Date of Separation (DOS) Rollback.** The Service Secretary may discharge enlisted members within 12 months of expiration of their term of service based on prescribed criteria. The purpose of the DOS Rollback program is to accelerate the DOS by up to a year, for Airmen who have declined to obtain service retainability for assignments, training, retraining, or Professional Military Education. (Involuntary)
- **Enlisted Voluntary Separation Pay.** Enlisted VSP applies to Airmen on the active duty list with 6 or more years but less than 20 years of Total Active Federal Military Service. Airmen may apply for VSP in lieu of meeting an enlisted retention board (this does not include the Quality Force Review Board or SNCO Retention Boards). Airmen may apply for VSP if they are in an overage AFSC and grade, which includes Airmen who are eligible to meet an enlisted retention board. (Voluntary)
- **Senior Noncommissioned Officer (SNCO) Retention Boards.** The Service Secretary may discharge enlisted members before their term of service expires based on prescribed criteria. The SNCO retention boards will determine which retirement-eligible Airmen (at least 20 years as of 30 Nov 14) in an overage AFSC/grade are retained and which are selected to retire early. (Involuntary)
- **Enlisted Retention Boards.** The Service Secretary may discharge enlisted members before their term of service expires based on prescribed criteria. The enlisted retention boards will determine which Airmen (SrA through TSgt) are selected for retention and which Airmen will separate or retire early. These boards will consider Airmen (except those in sanctuary – greater than or equal to 18 years of service and less than 20 years of service as of 31 Jan 15) in an overage AFSC/grade to determine who will be retained. Voluntary separation pay will be offered to those Airmen meeting a retention board with 6 or more years of service. Involuntary separation pay will be given to Airmen with 6 or more and less than 15 years of service who are not retained. TERA will be offered to Airmen with at least 15 years of service before the board and to similarly eligible Airmen who are not retained. (Involuntary)
- **Selective Early Retirement Board (SERB).** This SERB applies to regular officers on the active duty list in grades of Lieutenant Colonel and Colonel. Eligibility is defined as Colonels with at least 4 years time in grade and Lieutenant Colonels who have been non-selected for promotion to the next higher grade at least twice and who, in either case, are not on a list of officers recommended for promotion. Officers can only be considered by the SERB once in any 5-year period. Officers will be considered by the SERB within competitive categories (similar to a promotion board); total number of officers recommended for retirement cannot exceed 30 percent of the eligible population by grade. (Involuntary)
- **Enhanced Selective Early Retirement Board (ESERB).** The ESERB is a new authority granted in the FY13 NDAA that Air Force has not previously used. It applies to regular officers on the active duty list in grades of Captain (with prior service) through Colonel. Eligibility is defined as Colonels with 2 but less than 4 years time in grade; Lieutenant Colonels who have been once non-selected for promotion to the next higher grade; and retirement-eligible officers below the rank of Colonel on active duty. Officers can be considered by the ESERB each year, provided they continue to meet eligibility criteria. The authority allows consideration by grade, year groups, specialties, or competitive categories; total number of officers recommended for retirement cannot exceed 30 percent of the eligible population within each grade. (Involuntary)

Air Force Military Force Management Programs Descriptions:

- **Officer Voluntary Separation Pay.** Officer VSP applies to Airmen on the active duty list with 6 or more years Total Active Federal Military Service and less than 20 years of Total Active Federal Military Service. RIF and Force Shaping Board eligible officers (with 6 or more years Total Active Federal Military Service) may apply for VSP in lieu of meeting the board. (Voluntary)
- **Reduction In Force (RIF).** RIFs impact regular officers with 6 or more years Total Active Commissioned Service and less than 18 years of Total Active Federal Military Service below the grade of Lieutenant Colonel who have served at least 1 year of active duty in the current grade; are not on a promotion list; and are not eligible for retirement or will not become eligible for retirement within 2 years. (Involuntary)
- **Force Shaping Board (FSB).** FSB will consider active duty officers with more than 3 but less than 6 years of commissioned service as of 31 Dec 14. Officers selected for separation under FSB are not entitled to any type of separation pay unless they have 6 or more years Total Active Federal Military Service. (Involuntary)

ADDITIONAL VOLUNTARY PROGRAMS

- **Limited Active Duty Service Commitment** waiver program allows eligible personnel to request a waiver for certain previously incurred service commitments in order to separate or retire.
- **Expanded PALACE CHASE.** AF Officer/Enlisted Expanded PALACE CHASE program facilitates transfer of personnel with active duty service commitments from active military service to an Air Reserve Component (ARC). Transfer to the ARC results in a 1-for-1 (not less than 1 year or greater than 6 years) commitment.
- **8 vs 10 Total Active Federal Commissioned Service Date Waivers.** This waiver authorizes eligible officers to retire as an officer with reduced active commissioned service; 8 commissioned years of service instead of 10 years.
- **Time in Grade Waivers.** Officers in overage grade/specialties may request to retire or separate in their current grade with no less than 2 years time in grade versus normal requirement of 3 years.

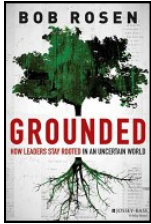
Learn more about these programs on myPers:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/25484



Reading Corner

PAGE 5

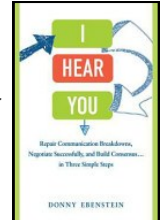


“Grounded: How Leaders Stay Rooted in an Uncertain World”, Bob Rosen

Based on in-depth research with hundreds of executives around the world, this provocative book argues that leaders at every level can be more self-aware, develop their untapped potential, and drive significantly better results—for themselves, their teams, and their organizations.

“I Hear You: Repair Communication Breakdowns, Negotiate Successfully, and Build Consensus... In Three Simple Steps”, Donny Ebenstein

Providing techniques that will work in every situation, this book gives you the insights and practical tools to view communication challenges through a wider, more nuanced lens, and to locate the words, the tone, and the perspective needed to empathetically hear the other side—and help them hear you.

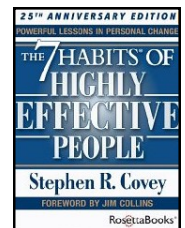


“Die Gesetze der Gewinner: Erfolg und ein erfülltes Leben”, Bodo Schäfer

Erfolg und ein erfülltes Leben - diese Ziele haben wir alle. Doch oft geben wir uns mit zu wenig zufrieden. Unsere Visionen, unsere Träume werden von Verpflichtungen, Frustrationen oder dem Alltagsgeschäft überlagert. Genau hier setzt das Coaching von Bodo Schäfer ein. Er hat 30 leicht nachvollziehbare Strategien entwickelt und erprobt, die beruflichen und persönlichen Erfolg befördern.

“The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change”, Stephen R. Covey

In The 7 Habits of Highly Effective People, author Stephen R. Covey presents a holistic, integrated, principle-centered approach for solving personal and professional problems. With penetrating insights and pointed anecdotes, Covey reveals a step-by-step pathway for living with fairness, integrity, service, and human dignity—principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.

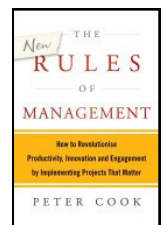


„From Projects to Programs: A Project’s Manager’s Journey“, Samir Penkar

Whether you are an aspiring program manager, a successful project manager, or a project team member, this book offers a fascinating glimpse into what it takes to run successful programs in today’s business environment.

“The New Rules of Management: How to Revolutionise Productivity, Innovation and Engagement by Implementing Projects That Matter”, Peter Cook

Authored by a master business coach, mentor, entrepreneur, thought leader, and popular public speaker, this book will show you how to successfully manage yourself, your teams, and your entire organization to create and execute engaging, vital projects that people and teams care about.



Martin-Luther-King Jr. Day

Martin Luther King Jr. Day is a United States federal holiday marking the birthday of Rev. Dr. Martin Luther King Jr. It is observed on the third Monday of January each year, around the time of King's birthday, January 15. This year, the Martin Luther King Jr. Day of Service will be recognized on Jan. 20, 2014. King was the chief spokesman for nonviolent activism in the civil rights movement, which successfully protested racial discrimination in federal and state law. He was assassinated on April 4, 1968 in Memphis, Tenn. President Clinton signed the Martin Luther King Jr. Federal Holiday and Service Act August 23, 1994, expanding the mission of the holiday as a day of community service, interracial cooperation and youth anti-violence initiatives. This year, DEOMI's Dr. Martin Luther King Jr. holiday poster features a painting of Coretta Scott

King, Dr. King's wife. The national recurring theme of this holiday is "Remember! Celebrate! Act! A Day On... Not A Day Off." It calls upon the American people to engage in public service and promote nonviolent social change. Dr. King's unfinished movement toward equality can be achieved by our united, enduring efforts. For more information about the Martin Luther King Jr. Day of Service, please visit: <http://www.mlkday.gov/>



AF Portal Site for Civilian Employees

The Civilian Employee site on the AF Portal contains information on EBIS, accessing your e-OPF, BEST/EBIS, myP-ers, career management tools, and much more.

AF Portal link: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC134EEE0FB5E044080020E329A9>

Secretary of the Air Force Online Town Hall Meeting

The Air Force's newest and most senior leader held a service-wide, online town hall meeting Jan. 9, addressing issues relevant to today's Airmen.

Secretary of the Air Force Deborah Lee James answered questions from Airmen at the Pentagon, and also spoke to her goals and priorities as the service's 23rd secretary.

If you missed the online Town Hall meeting, you can view it [here](#) (AF Portal Link)

New SecAF to Airmen: With Change Comes Opportunity. Read the story [here](#)

Applicants sought for NDU emerging Leader Program

12/27/2013 - JOINT BASE SAN ANTONIO-RANDOLPH, Texas -- Eligible officers and civilians have until Feb. 14 to submit their application for the National Defense University Center for the Study of Weapons of Mass Destruction Program for Emerging Leaders.

The program exists to foster a community of rising U.S. government leaders who are aware and able to respond to WMD dangers, Maj. Yulanda Bogany, AFPC Developmental Education chief. Membership is

limited 25 people per year who are selected from various services and agencies.

For more eligibility information or application instructions, go to myPers at <https://mypers.af.mil> and enter PSDM 13-121 in the search window.

Ref: <http://www.afpc.af.mil/news/story.asp?id=123375445&channelPageId=s6925EC134EEE0FB5E044080020E329A9&programId=t88B4F00B36F10E81013712F7399702FA>

Supervisory Resource Center Jan Newsletter Builds Teams and Coalitions

Working together toward a common goal can be a powerful and effective tool in accomplishing the mission. Building teams and coalitions is a skill that is included in the Air Force Institutional Competency List (ICL). ICLs apply to all Airmen by providing a clearer understanding of leadership development expectations, a common language, and set of priorities for consistency. ICLs represent human capabilities that sustain execution and requirements across the breadth of the Air Force.

SRC Site:

<https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?>

con-

[tentType=EDITORIAL&contentId=c2D8EB9D63E339EA3013E5B626AC104D7&channelPageId=s88B4F00B2F6B2934012F939C799305F8&programId=t88B4F00B356423790135AA6FFAFD08B9](https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentId=c2D8EB9D63E339EA3013E5B626AC104D7&channelPageId=s88B4F00B2F6B2934012F939C799305F8&programId=t88B4F00B356423790135AA6FFAFD08B9)

Newsletter:

<https://www.my.af.mil/gcss-af/USAF/AFP40/d/s88B4F00B2F6B2934012F939C799305F8/Files/January%202014%20Newsletter%20Builds%20Teams%20and%20Coalitions.pdf>

AF officials announce FY14 civilian workforce shaping

12/11/2013 - WASHINGTON (AFNS) - The Air Force will reduce the size of its civilian workforce by about 900 positions in addition to maintaining approximately 7,000 vacancies across the force to meet the demands of a constrained fiscal 2014 budget, officials announced.

Specific reductions by location have not been determined.

The Air Force will implement civilian workforce shaping initiatives, along with continued targeted hiring to comply with mandatory funding targets and to rebalance the civilian workforce to meet skill demands for fiscal 2014 and beyond.

For information about civilian employment, reduction in force and other personnel issues, visit the

myPers website at <https://mypers.af.mil>.

Ref: AF Portal Link: <http://www.afpc.af.mil/news/story.asp?id=123373902&channelPageId=s6925EC134EEE0FB5E044080020E329A9&programId=t88B4F00B36F10E81013712F7399702FA>

Leadership Opportunities Available as Special Emphasis Program Manager (SEPM)

Are you looking for new challenges? Would you like to be in a position to make a difference? Are you interested in promoting equal opportunity for all people? If so, you could be one of Ramstein Air Base's next Special Emphasis Program Managers.

What are Special Emphasis Programs?

It is Air Force policy that personnel management be accomplished in a manner that is free from discrimination and to provide equal opportunity for all applicants and employees regardless of their race, color, religion, age, sex, national origin or disability. Special Emphasis Programs are management programs established to ensure equal employment opportunity for minorities, women and individuals with disabilities in various categories and occupations and in all organizational components.

There are six SEPM collateral duty positions needed to be filled: American Indian/Alaskan Native Employment Program, Asian American/Pacific Islander Employment Program, Black/African American Employment Program, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program.

Who can be a SEPM?

All Ramstein Air Base federal civil service employees (on permanent appointments at Ramstein Air Base), GS/GG-7s/WG-8s and above, are eligible to apply. Employees do not need to be of the gender or minority group to apply.

What are the benefits of becoming a SEPM?

There are several benefits from assuming the SEPM responsibilities, such as; leadership and management experience, program management, mentoring, coaching, personal satisfaction, train-

ing and networking.

What is a collateral duty?

These program management assignments are collateral duty and account for 20 percent of a selected employee's full time position. Prospective candidates must have their first-level supervisor's support to devote the necessary time. Selected employees will remain in their current position and duty location. A performance element will be added to their performance plans and the SEPM collateral duties will be documented in employees' work history as a detail.

What is expected of a SEPM?

Duties include working with management officials, employees, community outreach activities and establishing rapport at all levels. Strong communication (oral and written) and organizational skills are important to be successful as a SEPM. SEPM may also work with committees during special observances. (See the DEOMI site for a listing of observances at http://deomi.org/SpecialObservance/Presentations_category.cfm)

Formal training in leadership or management is not required. Each SEPM is responsible for the concerns of the represented group in the areas of hiring, training, mentoring, career development and retention and serves as an advisor to both the workforce and management officials, ensuring that all persons are provided opportunities to participate in the full range of employment opportunities and achieve their fullest potential.

Who can I contact to sign up?

Ms. Regina Vormstein 478-7148 or Ms. Sara Konish 478-6711

3C Cross Cultural Competence

Tools and resources that promote discovery and learning to produce more effective leaders and operators

<http://www.defenseculture.org/Home/index.cfm>

AFI Spotlight: AFI 36-7001 Diversity

Air Force capabilities and war fighting skills are enhanced by diversity among its personnel. At its core, diversity provides our Total Force an aggregation of strengths, perspectives, and capabilities that transcends individual contributions. Air Force personnel who work in a diverse environment learn to maximize individual strengths and to combine individual abilities and perspectives for the good of the mission. Our ability to attract a larger, highly talented, diverse pool of applicants for service with the Air Force, both military and civilian, and develop and retain our current personnel will impact our future Total Force. Diversity is about strengthening our force and ensuring our long-term viability to support our mission to Fly, Fight, and Win... in Air, Space, and Cyberspace. Diversity is a military necessity.

http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-7001/afi36-7001.pdf

http://static.e-publishing.af.mil/production/1/af_a1/publication/afpd36-70/afpd36-70.pdf

Looking for a job? Check out these sites!

USA Jobs

<https://www.usajobs.gov/>

NAF Jobs

<http://www.nafjobs.org/>

Non-US Jobs/ Stellenausschreibungen

<http://www.ramstein.af.mil/library/factsheets/factsheet.asp?id=10487>

Department of Labor

Veteran's Employment and Training Service

<http://www.dol.gov/vets/>

America's Heroes at Work

Supporting the Employment Success of Returning Service Members with TBI & PTSD

<http://www.americaheroesatwork.gov/>

There's a place for you!

The Department of Defense (DOD) provides employment opportunities for men and women who honorably served on behalf of our Nation. As the largest Federal employer of Veterans, we are committed to providing every Veteran who wants to serve our country as a

DOD civil servant the opportunity to do so.

<http://godefense.cpms.osd.mil/veterans/>

Feds Hire Vets

A Federal employment information site for Veterans, transitioning military service members, their families, and Federal hiring officials.

<http://www.fedshirevets.gov/>

US Dept of Veterans Affairs

Build your Career - find out more at:

<http://www.va.gov/jobs/>

Resume Skills:

http://godefense.cpms.osd.mil/veterans/building_a_federal_resume.aspx

<http://www.gijobs.com/>

Interview Skills:

Interviewing for a Civilian Job

http://www.militaryonesource.mil/transition?content_id=267525

TAP sites:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/11134/kw/11134/p/%20

<http://www.afpc.af.mil/lifeandcareer/transition.asp>

Updating your information:

The AF Portal Civilian Employee site contains information on EBIS, e-OPF, updating information in MyBiz, and more!

<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPage-Id=s6925EC134EEEoFB5E044080020E329A9>

My Pers Employment Opportunities Home Page

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/13042/kw/13042/p/%20

Air Force Civilian Careers

We are on a mission. A mission to defend freedom and preserve liberty. A mission to support the active duty men and women of the United States Air Force with all our talent and dedication and service. Fueled by challenges and ignited by opportunities, we're on a mission to excel in every way.

<http://www.afciviliancareers.com/>

THE ABCs OF ALTERNATIVE DISPUTE RESOLUTION (ADR)

A - Appreciation for options and the potential to go forward with a better understanding of each other's point of view. Few aspects of human nature are as important as the need to be heard and understood.

B - Bond created through communication that connects the participants and confirms each party's feelings as real and meaningful.

C - Cost Savings, Direct and Hidden: Direct may be obvious, even to include the reduction of theft and sabotage, as well as improving the agency's reputation. Hidden savings may not be so obvious: absenteeism lessens, morale improves, turnover decreases, production increases, gossip lessens, avoidance behavior wanes, communication lines open up.

These are three good reasons to encourage mediation within your agency.
Happy Resolution!!

Kay Cole
IRD ADR

The Air Force Alternative Dispute Resolution Program, administered by the Dispute Resolution Division of the Air Force General Counsel's Office, matches individual ADR needs with Air Force ADR resources, training and experts, and serves as the flagship ADR Program of the federal government.

<http://www.adr.af.mil/>

Conflict Management Coaching (CMC)

Conflict management coaching (CMC) improves Airmen capacity to engage with others, handle difficult conversations, and reduce destructive conflict in the workplace. CMC is a structured step-by-step one-on-one process for assisting people in identifying and executing their conflict management goals. This service improves an individuals' ability to negotiate, a core competency in the Air Force, and keeps our Airman focused on the mission. The conflict

coaching service involves Airmen receiving up to four 50-minute



sessions with a trained coach. The

service is conducted either by telephone, webinar, or in person. The coaching service has proven effective in numerous American, Canadian, and Australian federal government agencies as well as Fortune 500 companies. The Air Force conflict management coaching model is simple and effective.

<http://www.adr.af.mil/services/cmc/index.asp>

General Schedule and Federal Wage System/Wage Grade Appraisals

POC: Employee Management Relations 480-7608 or 478-6714

The annual appraisal cycle for General Schedule (GS) and Federal Wage System/Wage Grade (FWS/WG) employees ends on 31 March 2014. Employees assigned as Quality Control Review Officers will be notified of training times and dates.

The next appraisal cycle for GS and FWS/WG employees begins 1 April 2014. The attached schedule contains pertinent timelines for GS and FWS/WG employees. Please contact the Employee Management Relations section if you have questions or need information on the current or upcoming appraisal cycle.

<http://www.ramstein.af.mil/shared/media/document/AFD-140108-005.pdf>

Scheduling of Leave

POC: Employee Management Relations 480-7608

Happy New Year! Now is the time of year when employees should provide their 2014 projected leave schedules to their supervisors. Leave is an important and significant benefit for all employees, and annual leave allows them time off for vacations and for personal and emergency purposes. The scheduling of leave is so important that, by law, it is a prerequisite to the restoration of “use-or-lose” annual leave that may be forfeited because of exigencies of the service or because of sickness.

Employees must request annual leave in advance, except in cases of emergency, and cooperate in re-scheduling leave when necessary. Employees must also report unexpected absence to the supervisor

and request approval for the absence according to established policies.

Requests for annual leave shall be submitted to the approving official via ATAAPS.

Supervisors should approve annual leave requests or projected annual leave when work schedules permit. When a request for annual leave cannot be initially approved or is subsequently denied, then make every effort to reschedule the annual leave commensurate with the needs of the organization and the desires of the employee.



Gambling in the Federal Workplace

Wow! It's hard to believe another year is over. Now that the holidays are behind us it is time for the top two NFL teams to prepare to face off in the big game to see who is the best in the world. Will your favorite team be in the running? Want to place a friendly bet on which team will be the winner? No problem... as long as it isn't conducted in the Federal Workplace. Federal rules on gambling

prohibit employees from gambling while on duty or while on government-owned or leased property. These restrictions apply not only to Federal employees, but also to members of the public at large, including contractors, vendors, and exhibitors.

Gambling is generally considered to have three elements:

- Consideration (betting some-

thing of value usually money);

- A game of chance; and
- An offering of a reward or prize

Events that do not include all of these elements are not considered to be gambling. According to the Joint Ethics Regulation (DoD 5500.7-R), DoD employees shall neither participate in gambling activities while on base nor while on duty.

Restoration of Annual Leave

POC: Employee Management Relations 478-6714/480-7608

All supervisors and employees are reminded that the leave year ends 11 Jan 2014. Lost annual leave can only be restored if lost was due to mission requirements, administrative error, or because of illness. However, to prevent forfeiture of “use or lose” leave, it must have been:

1. Requested;
2. Approved;
3. Scheduled in writing prior to Sunday, 1 Dec 2013; and
4. Cancelled by the organizational Commander due to exigency of the service.

REFERENCE: AFI 36-815, *Absence and Leave*

Please contact Sherryl Benning at 478-6714 or Reisa Tidwell at 480-7608 for additional information on this topic.

Reporting to Work During Hazardous Weather Conditions

With the great weather we've been having it is hard to imagine snow and freezing rain... but rest assured, one day it will arrive. The installation commander or designee has the authority to authorize base closures, late reporting, or early dismissal due to road and weather conditions. This notice will be published on AFN TV, radio, the Ramstein Facebook



page, and employees may be contacted by their supervisors to be advised of closures. Without such notice, APF civilian employees are expected to make it to work on time and if unable to do that, call their supervisor to request leave for their absence.

Pay Increase for Federal Civilian Employees

Last month, President Obama signed an Executive Order implementing a 1% basic pay raise for General Schedule Federal Civilian Employees. Civilian locality pay rates will remain at the 2013 level. Civilian pay for Wage Grade employees will also remain at the 2013 level. 12 Jan 14 is the effective date of the GS civilian pay raise, therefore you should see the increase in your pay on the 31 Jan 14 LES. To obtain a copy of the new GS pay scale, please click on the link below. You can also click on the calculator link to see what your new annual salary will be with the 1% increase.

<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule/>

<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule-gs-salary-calculator/>

NAF NEWS

Employee Injury Compensation

All employees, except active duty military employed by NAF during off-duty hours, are entitled to workers' compensation benefits for injuries and illness incurred on the job and as a result of their employment. **In order to be eligible for benefits you must report the injury to your supervisor immediately. Failure to do so may result in loss of entitlement.** Your supervisor will provide you with the necessary forms to request treatment. If you sustain life threatening injuries,

generally you will be taken to the emergency room. Otherwise, you are always allowed to choose your own physician.



Family & Medical Leave Act (FMLA)

FMLA requires employers to provide up to 12 weeks of LWOP unpaid job protected leave to eligible employees for certain family and medical reasons. Eligible employees are those (Regular and Flexible) employees who have completed at least 12 months of service. Reasons for FMLA may include (a) the birth and/or care of a child of the employee (b) placement of child into foster care or adoption (c) care for child, spouse or parent with a serious health condition and (d) serious health condition of the employee. For more information on requesting FMLA, call the NAF Human Resources Office at 480-2672/2659.

Family Friendly Leave Act (FFLA)

An eligible employee may use sick leave to tend to the medical needs of a family member and/or spouse for purposes relating to the death of a family member. Eligible employees are Regular NAF employees who earn sick leave. If you qualify, you may use up to 40 hours of sick leave a year or up to 104 hours maximum provided you maintain a minimum balance of at least 80 hours.

An eligible employee may use up to 12 weeks of sick leave each year to care for a family member with a serious health condition. Supervisors must coordinate all requests for FMLA or FFLA with HRO before approving use of sick leave for this purpose. For more information on requesting FMLA, call the NAF Human Resources Office at 480-2672/2659.

Looking for a NAF Job? Go to www.nafjobs.org—Be part of the Team!

MANPOWER NEWS

Airmen Powered by Innovation Program (API)

In February 2013, the AF/CV tasked SAF/US (M) and AF/A1 to "streamline and consolidate" four Air Force-wide "good idea" generating programs (Innovative Development Through Employee Awareness (IDEA), Best Practices (BP), Productivity Enhancing Capital Investment (PECI), and Air Force Smart Operations for the Twenty-first

Century (AFSO21)) into an Airmen Powered by Innovation Program.

New submission for API can be made at: <https://ipds.afpc.randolph.af.mil/ipds/>.

All submissions will be processed by the Airmen Powered by Innovation Idea Cell at AFPC.

THRMIS

<https://www.thrmis.hq.af.mil/>

Total Human Resource Managers' Information System or THRMIS is a tool that can assist inquirers with information on: Force Management, Airman Development, Authorized/Assigned/Required data, Force Demographics. Multiple reports allow the user to drill down into data retrieved by multiple fields such as; location, AFSC, grade, command, and unit. THRMIS' data warehouse is updated monthly using data extracts from the military and civilian personnel data systems (MILPDS/DCPDS) and the Manpower Programming and Execution System (MPES) Database.

FY14 Force Management Programs

The Air Force is committed to managing the force within its congressionally authorized end strength. High retention rates continue to contribute to the Air Force exceeding its authorized end strength ceiling and to growing imbalances among certain specialties.

The link below provides Leadership Guidance, Officer and Enlisted Programs, and more.

AFPC myPERS link: https://gum-crm.csd.disa.mil/app/answers/detail/a_id/25484/kw/25484/p/%20

LOCAL NATIONAL NEWS

Programm zur Zeiterfassung, Kontrolle und Meldung von Zeitlistendaten – USAFEI 36-709G

Dokumentation und Erfassung von Rufbereitschaft, Mehrarbeit (Überstunden) und sonstiger Zuschläge im Rahmen der Rufbereitschaft

Seit der Einführung der tariflichen Bestimmungen zur Rufbereitschaft im März 2009 kommt es immer wieder zu Missverständnissen und Fehlern bzgl. der in LNTAP zu verwendenden Codes. Hierzu einige klarstellende Ausführungen:

Als Rufbereitschaftsperiode gilt die Zeit vom Ende der Arbeitszeit eines Arbeitstages bis zum Beginn der regelmäßigen Arbeitszeit am nächsten Arbeitstag. Diese Periode kann auch mehrere Tage umfassen, wenn etwa ein gesetzlicher Feiertag, ein Wochenende oder eine Kombination von beiden dazwischen liegt. Zeiten „normaler“ Rufbereitschaft werden dabei mit Code 455 erfasst, Zeiten am Wochenende oder Feiertag mit Code 457.

Bei arbeitsfreien Tage aufgrund sonstiger Regelungen (z.B. US Feiertagsregelung) ist für die Pauschalvergütung der Rufbereitschaft **nicht** Code 457, sondern – wie bei normaler Rufbereitschaft – Code 455 zu verwenden.

Auch ist es zwingend erforderlich, geleistete Mehrarbeitsstunden (Überstunden) und Mehrarbeitsstunden im Zusammenhang mit Rufbereitschaftszeiten getrennt zu erfassen:

Mehrarbeitsstunden, die **nicht** im Rahmen von Rufbereitschaft geleistet werden, sind in LNTAP mit der Lohnart 250 zu erfassen. Für die entsprechenden Mehrarbeitszuschläge sind die Lohnarten 252 und 254 zu verwenden.

Tatsächlich geleistete Arbeitsstunden in der Zeit der Rufbereitschaft werden mit der Lohnart 458 erfasst. Für die entsprechenden Mehrarbeitszuschläge sind ebenfalls die Lohnarten 252 und 254 zu verwenden.

Fallen im Rahmen der Rufbereitschaft sog. Aufstockungs-Mehrarbeitsstunden gemäß §9, Abs. 8e, Satz 2 TVAL II an, so sind diese (und zwar **ausschließlich** diese) mit der Lohnart 459 zu erfassen. Auch in diesem Fall sind für die entsprechenden Mehrarbeitszuschläge die Lohnarten 252 und 254 zu verwenden.

Dienstliche Telefongespräche während der Rufbereitschaft gelten gemäß §9, Abs. 8e, Satz 3 TVAL II als tatsächliche Arbeitszeit und werden mit mindestens einer Stunde, bzw. darüber hinaus mit der tatsächlich für dienstliche Telefongespräche angefallenen Zeit vergütet und mit der Lohnart 459 erfasst.

Mehrere Telefonate werden addiert. Die Aufstockung auf eine Stunde erfolgt erst nach Addition aller Einzelanrufe innerhalb einer Rufbereitschaftsperiode. Für die entsprechenden Mehrarbeitszuschläge sind die Lohnarten 252 und 254 zu verwenden.

Für alle Aufstockungsvarianten gilt, dass Zuschläge für Nacht-, Sonn- und Feiertagsarbeit nur in Höhe der tatsächlich geleisteten Arbeitszeit gebucht werden dürfen.

Es ist unbedingt darauf zu achten, dass Mehrarbeitsstunden nicht doppelt erfasst werden. Zur nochmaligen Klarstellung: Normale Mehrarbeitsstunden werden mit der Lohnart 250 gebucht; Mehrarbeitsstunden (einschließlich Wegezeiten), die in der Rufbereitschaft gearbeitet werden, mit der Lohnart 458; und Aufstockungs-Mehrarbeitsstunden, sowie Mehrarbeitsstunden aufgrund von dienstlichen Telefongesprächen, bei denen der Arbeitnehmer seinen Aufenthaltsort nicht verlässt, mit der Lohnart 459.

Bei Fragen zu diesem Thema wenden Sie sich bitte an die Non-US Abteilung des Personalbüros unter DSN 480-2470 oder CIV 06371-47-2470.

LOCAL NATIONAL NEWS

Time and Attendance Reporting for Non-US Citizen Employees – USAFEI 36-709

Documentation and Report of On-Call Duty, Overtime and other Supplements during On-Call Duty

Since the introduction of tariff provisions for On-Call Duty in March 2009 there have been misunderstandings and mistakes on the codes to be entered into LNTAP. Below you find some clarification:

The period from the end of the working time on one workday until the beginning of the working time on the next workday is considered the period of On-Call Duty. This period may also consist of several days, e.g. when there is a legal holiday, a weekend, or a combination of both in between. Times of 'normal' On-Call Duty will be coded with code 455, on-call time on weekends or legal holidays will be coded with code 457.

For days of absence based on other provisions (e.g. shop agreement on US holidays) the lump sum supplement for on-call duty will not be coded with code 457, but with code 455, just the same as times of normal on-call duty.

It is also indispensable to record additional hours of work that served as overtime work and additional hours of work related to On-Call Duty separately.

Overtime work hours that were not served in the context of On-Call Duty will still be reported under LNTAP with the pay code 250. Pay codes 252 and 254 will be used for the corresponding overtime supplements.

Hours of work actually served during the period of On-Call Duty will be reported with pay code 458. Pay codes 252 and 254 will be used for the corresponding overtime supplements as well.

If in the context of the On-Call Duty there are so-called top-up overtime hours in accordance with Art.9, paragraph 8e, sentence 2 CTA II. These (and these exclusively) have to be recorded with pay code 459. In this case, pay codes 252 and 254 will also be utilized for the corresponding overtime supplements.

Official telephone calls during On-Call Duty are considered actual working time in accordance with Art.9, paragraph 8e, sentence 3, and will be compensated for as at least one hour or, if that period is exceeded, for the actual time spent for official phone calls and recorded with pay code 459. Several telephone calls will be added. The rounding-off to one

hour will only be done after all individual calls during a period of On-Call Duty are added up. Pay codes 252 and 254 will be used for the pertinent overtime supplements.

For all variations of rounding-off, supplements for work during the night, on Sundays, and on holidays will only be entered for the actual duration of work.

By all means, it has to be ensured that overtime hours are not recorded twice. To clarify this once more: Regular overtime hours will be entered with pay code 250; overtime work hours (to include commuting periods) served during On-Call Duty with pay code 458; and top-up overtime hours, as well as overtime hours due to official telephone calls during which the employee remains at his residence with pay code 459.

Questions about the matter may be addressed to the Manpower & Personnel Flight, Non-US Section, at DSN 480-2470 or CIV 06371-47-2470.

Übertragung von Jahresurlaub

Zum Ende des Kalenderjahres bzw. Beginn des neuen Jahres kommen immer wieder Fragen zum Resturlaub und zur Möglichkeit auf, den Resturlaub ins neue Jahr zu übertragen. Nachfolgend werden die allgemeinen Regeln hierzu erläutert.

Die Vorschriften zu Jahresurlaub sind im Tarifvertrag im Paragraphen 33 enthalten. Grundsätzlich gilt: Urlaubsjahr ist das Kalenderjahr und Jahresurlaub ist im jeweiligen Kalenderjahr aufzubrauchen. Nur wenn dringende betriebliche oder persönliche Gründe vorliegen, ist eine Übertragung von Urlaub ins nächste Kalenderjahr möglich. In einem solchen Fall muss der Resturlaub aber bis spätestens 31. März angetreten sein.

Für die Übertragung von Urlaub gibt es noch einen weiteren Grund, bei dessen Vorliegen sogar eine Übertragung bis zum Ende des nächsten Kalenderjahres möglich ist. Wenn ein Arbeitnehmer wegen langer Krankheit den Urlaub im laufenden Kalenderjahr und bis zum 31. März des Folgejahres nicht antreten konnte, kann er ihn nach Rückkehr zur Arbeit bis zum Ende dieses Folgejahres antreten. Der Tarifvertrag schreibt in diesem Fall aber vor, dass der Resturlaub spätestens 2 Monate nach der Rückkehr zur Arbeit angetreten werden muss.

Im übrigen ist es sinnvoll, die Urlaubswünsche der Mitarbeiter zu Beginn des Kalenderjahres zu erfragen und in einem Urlaubsplan miteinander abzustimmen. Dies gibt für den Vorgesetzten und den Mitarbeiter Planungssicherheit. Eine Abweichung vom genehmigten Urlaubsplan ist nur aus dringenden Gründen möglich.

Es wird darauf hingewiesen, dass der Vorgesetzte für die korrekte Urlaubsplanung –und erfassung verantwortlich ist. Bei Fragen zu diesem Thema wenden Sie sich bitte an die Non-US Abteilung, Tel.: 480-5365/7153 oder 06371-47-5365/7153.

Transfer of Annual Leave

At the end of the calendar year/beginning of the new year repeatedly questions are raised regarding remaining leave and the possibility to transfer remaining leave into the new year. The general rules are as follows.

The provisions for annual leave can be found in the tariff agreement, article 33. In principle the following applies: Leave year is the calendar year and annual leave has to be taken in the respective calendar year. Only in case of urgent operational or personal reasons transfer of leave into the next calendar year is possible. In such a case, however, remaining leave has to be started NLT 31 March.

For transfer of leave one other reason exists, which provides for transfer even until the end of the next calendar year. If an employee is unable to start leave due to long-term sick absence in the current calendar year and until 31 March of the following year, this leave may be started after return to work until the end of this following year. The tariff agreement, however, prescribes that the remaining leave has to be started NLT 2 months after return to work.

It is appropriate to request the leave desires of the employees at the beginning of the calendar year and consolidate these in a leave plan. This gives supervisors and employees planning reliability. A deviation from the approved leave plan is only possible for urgent reasons.

It is pointed out that supervisors are responsible for the correct leave planning and –administration. Please address questions about this issue to the Non-US section, tel.: 480-5365/7153 or 06371-47-5365/7153.

LOCAL NATIONAL NEWS

Betriebsvereinbarung zur bezahlten Freistellung an amerikanischen Feiertagen

Wie bereits in den vergangenen Jahren, wurden in den Betriebsvertretungsbereichen RAB I und RAB II für das Jahr 2014 wieder Betriebsvereinbarungen getroffen, die die bezahlte Freistellung von LN-Arbeitnehmern an amerikanischen Feiertagen regeln.

Auch in 2014 arbeiten die teilnehmenden LN-Arbeitnehmer durch die 40-Stundenwoche einen zusätzlichen Tag ein, der noch nicht durch die bezahlte Freistellung an den amerikanischen Feiertagen abgegolten ist.

Dieser zusätzliche freie Tag liegt, je nachdem wo man arbeitet, entweder fest am 28.11.14 (Freitag nach Thanksgiving) oder kann flexibel genommen werden.

Wenn Sie wissen wollen, welche Regelung hier für Sie zutrifft, können Sie dies in der für Sie geltenden Betriebsvereinbarung nachschauen. Sie finden die Betriebsvereinbarungen unter <https://sp2007.ice.usafe.af.mil/sites/435MSG/435SVS/FSP/public/Shop%20Agreements%20LN%20Personnel/Forms/AllItems.aspx>

Für die Einhaltung der vereinbarten Regelungen sind die Vorgesetzten verantwortlich.

Bei Fragen wenden Sie sich bitte an die Non-US Abteilung, Tel.: 480-5365/7153 oder 06371-47-5365/7153.

Shop Agreement for Paid Time Off on US Holidays

As already in previous years, for the year 2014 again shop agreements were concluded for the Works Council agencies RAB I and RAB II stipulating the paid time off for LN employees on US holidays.

In 2014 the participating LN employees by working the 40-hours work week again make up the time for one additional day, which is not compensated for by the paid time off on the US holidays.

This additional day off is, depending on where you work, either on 28 November 2014 (Friday after Thanksgiving) or may be taken flexible.

If you want to know which provision applies for you, you may look at the respective shop agreement. The shop agreements can be found at <https://sp2007.ice.usafe.af.mil/sites/435MSG/435SVS/FSP/public/Shop%20Agreements%20LN%20Personnel/Forms/AllItems.aspx>

Supervisors are responsible for compliance with the provisions in the agreements.

If you have questions, please contact the Non-US section, tel.: 480-5365/7153 or 06371-47-5365/7153.



Innerbetriebliches Aufstiegsprogramm

Insbesondere bei Ausschreibungen innerhalb des innerbetrieblichen Aufstiegsprogramms erfolgt die Auswahl der Bewerber auf Grundlage der Qualifikationen hinsichtlich Ausbildung, Erfahrung, Fähigkeiten, beruflichem Werdegang und nachgewiesener Leistung. Kommandeure, Vorgesetzte und Auswahl-Verantwortliche stellen sicher, dass die Bewerberauswahl frei von diskriminierenden Erwägungen im Einklang mit bestehenden Vorschriften und Gesetzen erfolgt, ohne Anschauung von Faktoren wie ethnische Herkunft, Geschlecht, Religion oder Weltanschauung, Behinderung, Alter oder sexuelle Identität.

Sie müssen die Einstellung, Beförderung, Bevorzugung oder Unterstützung der Beschäftigung ihrer Familienmitglieder und Verwandten (Vetternwirtschaft) unterlassen.

Familienmitglieder/Verwandte in diesem Zusammenhang sind: Vater, Mutter, Sohn, Tochter, Bruder, Schwester, Onkel, Tante, Cousin, Cousine, Nefte, Nichte, Ehemann, Ehefrau, Schwiegervater, Schwiegermutter, Schwager, Schwägerin, Stiefvater, Stiefmutter, Schwiegersohn,

Schwiegertochter, Stiefsohn, Stieftochter, Stiefbruder, Stiefschwester, Halbbruder, Halbschwester, sowie Lebensgefährte.

Arbeitnehmer dürfen nicht davon abgehalten werden, sich auf andere Stellen zu bewerben, noch dürfen sie wegen einer Bewerbung auf eine andere Stelle irgendwelchen Benachteiligungen ausgesetzt werden. Das Bewerbungsverfahren ist in USAFEI 36-713G geregelt.

Bei Fragen zu diesem Thema wenden Sie sich bitte an die Non-US Abteilung des Personalbüros unter DSN 480-5365 oder CIV 06371-47-5365.



Merit Promotion System (Non-US)

In particular for Job Announcements within the Merit Promotion Program the selections of applicants are based on qualification in terms of education, experience, skills, professional development, and demonstrated performance. Commanders, supervisors, and selecting officials will ensure selections are free of discriminatory considerations in accordance with applicable laws and regulations, and without regard to such factors as ethnic origin, sex, religion, or world view, disability, age, or sexual identity.

They have to refrain from hiring, promoting, favoring or supporting the employment of their family members and relatives (nepotism).

As family members/relatives in this respect are to be considered: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-

brother, half-sister, as well as companions in life.

Employees must not be kept from applying for other positions or be exposed to any adverse actions because of an application for another position. The application procedures are to be found in USAFEI 36-713

Questions about the matter may be addressed to the Manpower & Personnel Flight, Non-US Section, at DSN 480-5362 or CIV 06371-47-5362.

STELLENAUSSCHREIBUNGEN— Click [here](#) for vacancy announcements

LOCAL NATIONAL NEWS

Stelleneingruppierung für Nichtamerikanische Beschäftigte

Die Wertigkeit nicht-amerikanischer Positionen wird **strikt** nach den Eingruppierungskriterien des Tarifvertrags für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland (TVAL II), dessen **Gehaltsgruppendefinitionen und Beispielen** einschließlich aller Anhänge, sowie allgemein geltender oder Präzedenzfall setzender Eingruppierungsentscheidungen und Gerichtsurteile bestimmt. Änderungen des tariflichen Eingruppierungssystems (Eingruppierungskriterien und –merkmale) und der Vergütungsordnung können nur durch vorherige Einigung zwischen den Tarifparteien des TVAL II – nämlich den Gewerkschaften und den Stationierungsstreitkräften – herbeigeführt werden.

Ein zusätzlicher und wichtiger Aspekt bei der Überprüfung einer Eingruppierung ist die Beachtung des sogenannten Fachrichtungs-codes (AFSC) welcher mit einer genehmigten Planstelle verbunden ist. Anhand dieses Indikators werden durch die Abteilung „Manpower“ die ordnungsgemäße Ressourcenplanung (Nutzung) und die in der Stellenbeschreibung beschriebenen Kernfunktionen (Aufgaben und Zuständigkeiten) geprüft und abgeglichen. Die Eingruppierungsabteilung wiederum koordiniert alle Stellenbeschreibungen mit der Manpower-Abteilung um eine korrekte Nutzung von Planstellen im Rahmen des genehmigten Stellenplanes sicherzustellen.

Auch muss in diesem Zusammenhang erwähnt werden, dass die Leistung eines Stelleninhabers kein Eingruppierungsfaktor ist, da die Lohn/Gehaltsgruppe einzig durch die Wertigkeit der Hauptaufgaben bzw. Kerntätigkeiten der Position bestimmt wird. Der richtige Weg, bzw. das richtige Mittel zur Anerkennung überdurchschnittlicher Arbeitsleistung ist dabei das **Leistungsprämien-system** für nichtamerikanische Beschäftigte (Non-US Awards Program).

Fragen zum Eingruppierungsverfahren und zur Erstellung von Stellenbeschreibungen beantwortet die Abteilung „Non-US Classification“ des Personalbüros in Ramstein (480-4214).

Position Classification for Non-US employees

The grade value of Non-US positions are **strictly** determined based on the grading criteria established in the tariff agreement for employees of the Stationing Forces in the Federal Republic of Germany, Collective Tariff Agreement (CTA II), its **salary group definitions and examples**, including all applicable appendixes as well as prevailing or precedence setting classification decisions and court rulings. Changes to tariff based Non-US classification (grading criteria and classification characteristics) and compensation systems can only be affected and implemented after prior negotiation and agreement between the legal parties of the CTA II, i.e. the trade unions and the Stationing Forces in Germany.

An additional and important aspect to be considered during a review/classification is observance of the so-called “Functional Code” (Air Force Specialty Code - AFSC) which pertains to and corresponds with a position authorized on the UMD. The functional code is used by the manpower office as an indicator of proper resource planning (utilization) and verification of the core functions (duties and responsibilities) described in the position description. The classification office, on the other hand, coordinates all position descriptions with the manpower office to assure positions are utilized and established as authorized in the organization’s approved Unit Manning Document (UMD).

It must also be mentioned that a position incumbent’s performance is not a grading factor as the grade level of a position is solely determined based on the value of the core duties assigned to the position. The proper avenue/tool for recognition of outstanding duty performance is the Non-US Awards Program.

Questions pertaining to classification procedures and the development of position descriptions will be answered by the “Non-US Classification Section” of the Ramstein Manpower & Personnel Flight (480-4214).